

**Position - Create**

**Purpose** Use this procedure to create a Position and established the Position attributes.

**Trigger** Perform this procedure when establishing a new Position.

**Prerequisites**


- The Job, Organizational Unit, and Reporting Position (Supervisor) to assign to the Position must be established.

**End User Roles** In order to perform this transaction you must be assigned the following role:  
Organizational Management Processor










Change History	
Date	Change Description
8/19/2009	Update procedure in new template with new screenshots. Corrected Step 21 to reflect the correct Description for Retirement Eligible from the previous procedure.
11/30/2009	Update the Helpful Hints section regarding the <i>Job Attributes</i> (1660) infotype. Also included a similar statement in Step 39.

**Menu Path** Human Resources → Organizational Management → Tools → Object → Actions

**Transaction Code** PP03

<b>Helpful Hints</b>	 When an employee is hired, the <i>Unemployment State</i> (0209) is created by the Payroll Processor during the New Hire Action ( <b>PA40</b> ). This infotype stores the position's county location and should match the <i>Job Attributes</i> (1660).  <b>Note:</b> If the employee transfers to another position, ensure the <i>Unemployment State</i> (0209) is updated.
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The system may display three types of messages at various points in the process. The messages you see may differ from those shown on screen shots in this procedure. The types of messages and responses are shown below:

Message Type	Description
<b>Error</b> 	<b>Example:</b>  Make an entry in all required fields. <b>Action:</b> Fix the problem(s) and then click  (Enter) to validate and proceed.
<b>Warning</b> 	<b>Example:</b>  Record valid from xx/xx/xxxx to 12/31/9999 delimited at end. <b>Action:</b> If an action is required, perform the action. Otherwise, click  (Enter) to validate and proceed.
<b>Confirmation</b>  or 	<b>Example:</b>  Save your entries. <b>Action:</b> Perform the required action to proceed.




## Procedure

1. Start the transaction using the above menu path or transaction code **PP03**.

The screenshot shows the SAP 'Maintain Plan Data: Execute Actions' screen. The menu bar includes Action, Edit, Goto, Extras, Settings, System, and Help. The toolbar contains various icons for navigation and actions. The main area is divided into sections: 'Find by' with a search icon, and a form with the following fields:

- Plan Version: 01 (Current plan)
- Object Type: ☒
- Object ID:
- Object abbr.:
- Selection of Tasks:
  - Planning status: 1
  - Validity: 08/19/2009 to 12/31/9999
  - Action: ☒

2. Complete the following fields:

R=Required Entry O=Optional Entry C=Conditional Entry		
Field Name	R/O/C	Description
Object Type	R	<p>The type of object being created.</p> <p> Reference the <a href="#">Organizational Management Job Aids</a> for a list of all Object Types.</p> <p><b>Note:</b> Org Units and Positions are the only object types used for transactions PP03.</p> <p><b>Example:</b> S (Position)</p>
Object ID	n/a	<p>This is the system-assigned number of an object type.</p> <p> <b><u>This field should remain blank when creating a Position.</u></b></p>
Validity	R	<p>The validity period is defined as beginning on the start date and ending on the end date.</p> <p> The system will default with the current date.</p> <p><b>Example:</b> 01/01/2009 to 12/31/9999</p>
Action	R	<p>This groups infotypes according to the type of action you are performing.</p>

	<b>Example: S Create Position</b>
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**Maintain Plan Data: Execute Actions**

Find by

- Position
- Search Term
- Structure Search

Plan Version: 01 Current plan

Object Type: S Position

Object ID:


Object abbr.:

**Selection of Tasks**

Planning status: 1 Active

Validity: 01/01/2009 to 12/31/9999

Action: S Create position

3. Click  (Execute) to execute the action.

**Create Object**

Position:

Planning Status: Active

Validity: 01/01/2009 to 12/31/9999 [Change Information](#)



Object: 01 S 00000000 1

Object abbr.: ☒
























Object name:


Language Key: EN English

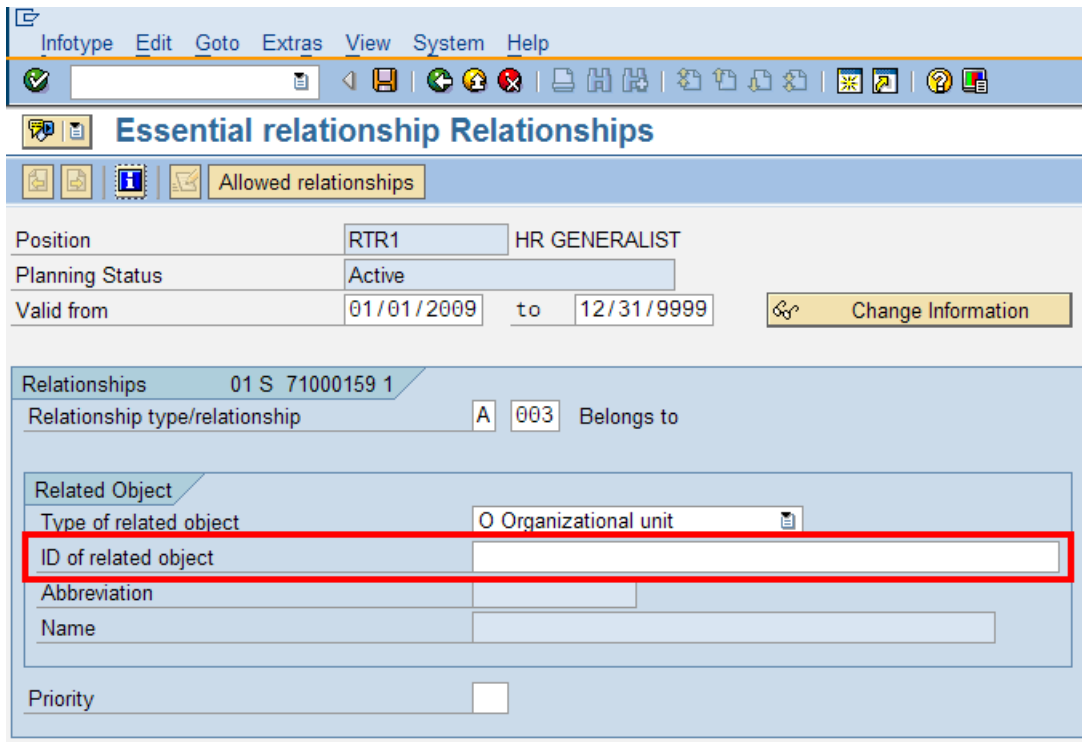
4. As required, complete the following fields:

R=Required Entry O=Optional Entry C=Conditional Entry		
Field Name	R/O/C	Description
Object abbr	O	<p>This is a short text field used to define an object (Position).</p> <p> The Object abbr. has a maximum of 5 characters. The system will not display a warning message if more than 5 characters have been entered.</p> <p><b>Example:</b> RTR1</p>
Object name	R	<p>This is the long text description of the object (Position).</p> <p> The Object name has a maximum of 40 characters. This is agency specific and does not have to match the job class name. This is also referred to as the 'Work Title'.</p> <p><b>Example:</b> HR GENERALIST</p>



Infotype Edit Goto View System Help

6. Click  (Save) to save.



7. As required, complete the following fields:

R=Required Entry O=Optional Entry C=Conditional Entry		
Field Name	R/O/C	Description
ID of related Object	R	<p>*This is the system-assigned number of the Organizational Unit that you would like the new Position to belong to.</p> <p> Use the  (Matchcode) and perform a Structure Search if you do not know the original Object ID.</p> <p><b>Example:</b> 31000031 Santos Training School</p>

\*This description is specific to this procedure.



This establishes the Position to Organizational Unit relationship.

Infotype Edit Goto Extras View System Help

**Essential relationship Relationships**

**Allowed relationships**

Position  HR GENERALIST

Planning Status

Valid from  to  **Change Information**

**Relationships** 01 S 71000159 1

Relationship type/relationship   Belongs to

**Related Object**

Type of related object

ID of related object



Abbreviation

Name

Priority

8. Click (Enter) to validate the information.
9. Click (Save) to save.

10. As required, complete the following fields:

R=Required Entry O=Optional Entry C=Conditional Entry		
Field Name	R/O/C	Description
ID of related Object	R	<p>*This is the system-assigned number of the Job Classification to which the new Position is assigned to.</p> <p> Use the  (Matchcode) and perform a search by Abbreviation and Name, if you do not know the original Object ID.</p> <p><b>TIP:</b> Enter the Department of Personnel (DOP) assigned Job Class code for ease of selection. Refer to the <a href="#">DOP website</a> for assistance.</p> <p><b>Example:</b> 119F or 51000796 (Human Resource Consultant 2)</p>

\*This description is specific to this procedure.





This establishes the Position to Job relationship.

Infotype Edit Goto Extras View System Help

Essential relationship Relationships

Allowed relationships

Position  HR GENERALIST

Planning Status

Valid from  to

Relationships 01 S 71000159 1

Relationship type/relationship   Is described by

Related Object

Type of related object

ID of related object

Abbreviation



Name

Priority

Weighting  %

11. Click (Enter) to validate the information.
12. Click (Save) to save.

13. As required, complete the following fields:

R=Required Entry O=Optional Entry C=Conditional Entry		
Field Name	R/O/C	Description
ID of related Object	R	<p>*This is the system-assigned number of the Position to which the new Position is reports to. This would be the supervisor of the new position.</p> <p> Use the  (Matchcode) and perform a search by Structure Search if you do not know the original Object ID.</p> <p><b>TIP:</b> If you know the person who holds the position, you may look up their position number up by viewing the employee's Actions (0000) or Organizational Assignment (0001) infotype.</p> <p><b>Example:</b> 70005877</p>

\*This description is specific to this procedure.



This establishes the Position to *supervising* Position relationship.

Infotype Edit Goto Extras View System Help

**Create Relationships**

Allowed relationships

Position  HR GENERALIST

Planning Status

Valid from  to  Change Information

Relationships 01 S 71000159 1

Relationship type/relationship   Reports (line) to

**Related Object**

Type of related object

ID of related object

Abbreviation

Name

Priority

14. Click (Enter) to validate the information.
15. Click (Save) to save.

Infotype Edit Goto View System Help

**Create Description**

Position: RTR1 HR GENERALIST

Planning Status: Active

Validity: 01/01/2009 to 12/31/9999 [Change Information](#)

Description: 01 S 71000159 1


Subtype: 0001 General description

Language: EN English

Description

Li 1, Co 1 Ln 1 - Ln 10 of 20 lines

16. Perform one of the following:

IF	Go To
Your agency would like to store the descriptions for the Position,	Step 17
You do not have any descriptions for the Position, click  (Cancel) <b>AND</b>	Step 18

17. As required, complete the following fields:

R=Required Entry O=Optional Entry C=Conditional Entry		
Field Name	R/O/C	Description
Subtype	O	<p>The list of applicable subtypes for this position.</p> <p><b>Example:</b></p> <ul style="list-style-type: none"> <li>• General Description</li> <li>• In Training</li> <li>• JVAC Points</li> <li>• Shift Designation</li> </ul>

Description	O	The text field for entering a detailed description for the selected subtype.
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The system will go through each subtype starting with General Description.

18. Click (Enter) to validate the information.

19. Click (Save) to save.



To created additional Description subtypes, repeat Steps 17 – 19. You may skip any subtype by clicking (Cancel).

Infotype Edit Goto View System Help

**Essential relationship Employee Group/Subgroup**

Position: RTR1 HR GENERALIST

Planning Status: Active


Valid from: 01/01/2009 to 12/31/9999 [Change Information](#)

Employee Group/Subgroup 01 S 71000159 1

Employee group

EE subgroup

20. As required, complete the following fields:

R=Required Entry O=Optional Entry C=Conditional Entry		
Field Name	R/O/C	Description
Employee group	O	Status of an employee or position within the State of Washington.  This is the status of the position only, not the employee. <b>Example:</b> Permanent
EE subgroup	R	A sub-division of Employee Group which defines work period designation and salary rate unit. <b>Example:</b> 06 (M-OT Elig>40hrs/wk)

Infotype Edit Goto View System Help

**Essential relationship Employee Group/Subgroup**

Position: RTR1 HR GENERALIST


Planning Status: Active


Valid from: 01/01/2009 to 12/31/9999 [Change Information](#)

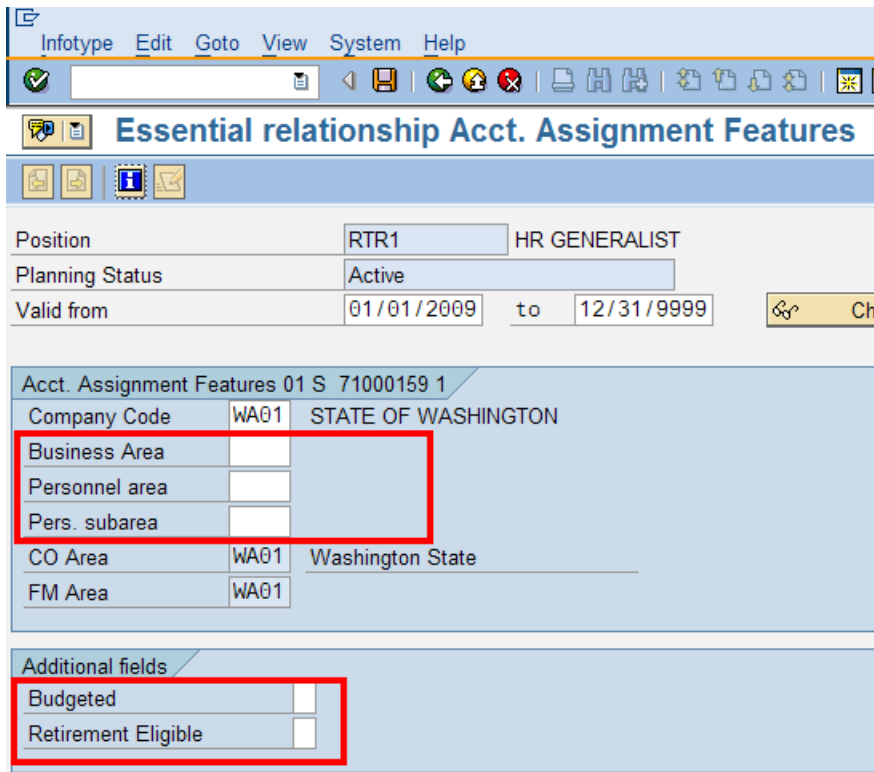
Employee Group/Subgroup 01 S 71000159 1

Employee group: 0 Permanent

EE subgroup: 06 M-OT Elig>40hrs/wk

21. Click  (Enter) to validate the information.

22. Click  (Save) to save.



Infotype Edit Goto View System Help

**Essential relationship Acct. Assignment Features**

Position RTR1 HR GENERALIST

Planning Status Active

Valid from 01/01/2009 to 12/31/9999

Acct. Assignment Features 01 S 71000159 1

Company Code WA01 STATE OF WASHINGTON

Business Area

Personnel area

Pers. subarea

CO Area WA01 Washington State


FM Area WA01


Additional fields

Budgeted















Retirement Eligible





23. As required, complete the following fields:





R=Required Entry O=Optional Entry C=Conditional Entry		
Field Name	R/O/C	Description
Business Area	R	A specific agency in the State of Washington. This is associated with each Employer Identification Number (EIN). <b>Example:</b> 1110
Personnel Area	R	A specific agency/sub-agency in the State of Washington. <b>Example:</b> 1110
Pers. subarea	R	A subdivision of Personnel Area that identifies Bargaining Units, WMS, Exempt and non-Represented positions. <b>Example:</b> 0001
Budgeted	R	The position is funded.  Enter X if budgeted, if not leave field blank.


Retirement Eligible	R	<p>This field defines if the employee's position is eligible to receive retirement benefits.</p> <p> Enter X if eligible, if not leave field blank.</p>
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Infotype Edit Goto View System Help

    **Essential relationship Acct. Assignment Features**



Position	RTR1	HR GENERALIST
Planning Status	Active	
Valid from	01/01/2009	to 12/31/9999  Change Informa

Acct. Assignment Features 01 S 71000159 1

Company Code	WA01	STATE OF WASHINGTON
Business Area	1110	Department of Personnel
Personnel area	1110	Dept of Personnel
Pers. subarea	0001	Non Represented
CO Area	WA01	Washington State
FM Area	WA01	

Additional fields

Budgeted	<input checked="" type="checkbox"/>
Retirement Eligible	<input checked="" type="checkbox"/>

24. Click  (Enter) to validate the information.
25. Click  (Save) to save.



Infotype Edit Goto Extras View System Help

**Essential relationship Planned Compensation**

Position  HR GENERALIST

Planning Status

Valid from  to  [Change Information](#)

Planned Compensation 01 S 71000159 1

Pay Grade Pay Scale Direct

**Pay scale structure data**

Country Grouping

P.scale type  Non-Represented

PS Area  Standard Progression

ESG for CAP

Pay Scale Group  To



PS level  To

Key Date for Display

Currency key  United States Dollar

Amount  To

Time unit

26.  Compensation will default in from the job. Verify the information and click  (Save) to save.

Infotype Edit Goto View System Help

**Create Vacancy**

Position RTR1 HR GENERALIST

Planning Status Active

Valid from 01/01/2009 to 12/31/9999 [Change Information](#)

Vacancy 01 S 71000159 1

☒ Open ☐ Historical rec.

☐ Vacancy filled

27. Perform one of the following:

IF	Select
The position has been filled,	<input checked="" type="radio"/> Vacancy filled
The position has been vacated,	<input checked="" type="radio"/> Open

28. Click (Enter) to validate the information.
29. Click (Save) to save.

Infotype Edit Goto View System Help

**Essential relationship Work Schedule**

Position  HR GENERALIST

Planning Status

Valid from  to

Work Schedule

Work Schedule

Basic Work Hours Monthly

Hours per Day

Hours per Week

Hours per month

Hours per year

Percentage  %



If you choose to click on  (Defaults), the *Work Schedule Default Values* window will appear and click  (Transfer) to populate your fields. Continue to Step 31.

Work Schedule Default Values

Working time

Basic working hours: Monthly

Hours per day

Hours per week

Hours per month

Hours per year

Work schedule ref.

Name

Type

ID

30. As required, complete the following fields:

R=Required Entry O=Optional Entry C=Conditional Entry		
Field Name	R/O/C	Description
Percentage	R	This is a field used to store a percentage amount. <b>Example:</b> 100

Infotype Edit Goto View System Help

**Essential relationship Work Schedule**

Position RTR1 HR GENERALIST

Planning Status Active

Valid from 01/01/2009 to 12/31/9999 [Change](#)

Work Schedule 01 S 71000158 1





Work Schedule

Basic Work Hours Monthly

Hours per Day	8.00
Hours per Week	40.00
Hours per month	173.60
Hours per year	2,080.00

Percentage 100.00 %

[Defaults](#)

31. Click  (Enter) to validate the information.
-  A warning message will appear 'Work time per month is calculated acc. to...' continue to click  (Enter) until prompted to Save.
32. Click  (Save) to save.

Infotype Edit Goto View System Help

**Essential relationship Cost Distribution**




Position: RTR1 HR GENERALIST  
 Planning Status: Active  
 Start date: 01/01/2009 to 12/31/9999 Change Information












Cost Distribution 01 S 71000159 1  
 Master cost center 1110000000 DEFAULT AGENCY 111

COAr	Cost ctr	Pct.	Fund	Name	Functional Area	Cost Object	AFRS

New entries Entry 1 / 0

33. As required, complete the following fields:


R=Required Entry O=Optional Entry C=Conditional Entry		
Field Name	R/O/C	Description
COAr	R	CO represents the controlling area. It is an Organizational Unit within financial accounting.  For the State of Washington it will always be <b>WA01</b> . <b>Example:</b> WA01
Cost ctr	R	This field represents the <b>AFRS Agency code (111) + AFRS Organizational Index (H110) + 3 zero filled (000)</b> .  Click the  (Matchcode) to open the selection list. <b>Example:</b> 111H110000

Pct.	R	<p>This is a field used to store a percentage amount.</p>  The total record must equal 100.00 percent. <b>Example:</b> 100.00
Fund	R	<p>This field represents the <a href="#">AFRS Agency code (111)</a> + <a href="#">Fund (001)</a> + <a href="#">Appropriation Index (611)</a> + 1 zero filled (0).</p>  Click the  (Matchcode) to open the selection list. <b>Example:</b> 1110016110
Functional Area	R	<p>This field contains the <a href="#">AFRS Agency code (111)</a> + <a href="#">Program Index (09300)</a> + 8 zero filled (00000000).</p>  Click the  (Matchcode) to open the selection list. <b>Example:</b> 1110930000000000
Cost Object		<p>This field is used to represent <a href="#">AFRS Agency code (111)</a> + <a href="#">Master Index (00011000)</a> + 1 zero filled (0).</p>  Click the  (Matchcode) to open the selection list. <b>Example:</b> 11100011000
AFRS Project		<p>This field represents the <a href="#">AFRS Agency code (111)</a> + <a href="#">Project (0331)</a> + <a href="#">Sub-Project (00)</a> + <a href="#">Project Phase (00)</a>.</p>  Click the  (Matchcode) to open the selection list. <b>Example:</b> 1110331000
AFRS Allocation		<p>This field is <a href="#">equivalent to AFRS Agency code (111)</a> + <a href="#">Allocation (0000)</a>.</p>  Click the  (Matchcode) to open the selection list. <b>Example:</b> 1110000




This step will need to be repeated for adding additional cost centers.





For ease of search when using the  (Matchcode) in the appropriate cost distribution field, enter your agency code (111) with an asterisk (\*).

Cost Center (2)

Cost center    Cost center name    Standard Hierarchy    Organizational u...

Cost Center  111\*

Controlling Area  WA01


Company Code  WA01

Cost Center Category




Person Responsible

User Responsible

Cost ctr short text

Language Key  EN










Maximum No. of Hits

When making your selection, review the *cost distribution code* and *short text* value.

Cost Center (2) 15 Entries found

Cost center    Cost center name    Standard Hierarchy    Organizational unit vi...

Cost Ctr	COAr	CoCd	CCtC	Person Responsible	User Re...	Short text	Langu...	Va
111001000	WA01	WA01	W	STATE OF WASHINGTON		LIC	EN	01,
1110000000	WA01	WA01	W	STATE OF WASHINGTON		DEFAULT AGENCY 111	EN	01,
111H110000	WA01	WA01	W	STATE OF WASHINGTON		HRISD ADMINISTRATION	EN	01,
111H120000	WA01	WA01	W	STATE OF WASHINGTON		BUSINESS OFFICE	EN	01,
111H240000	WA01	WA01	W	STATE OF WASHINGTON		TECHNOLOGY PLANNING	EN	01,

Infotype Edit Goto View System Help

**Essential relationship Cost Distribution**



Position: RTR1 HR GENERALIST  
 Planning Status: Active  
 Start date: 01/01/2009 to 12/31/9999 [Change Information](#)

Cost Distribution 01 S 71000158 1  
 Master cost center: 1110000000 DEFAULT AGENCY 111

Cost distribution

COAr	Cost ctr	Pct.	Functional Area	Cost Object	AFRS Project	AFRS Allocation
WA01	1110000000	100.00	111000000000000000	111000110000	111000000000	11100000

[New entries](#) Entry 1 / 0  
 Entry 1 of 1

34. Click  (Enter) to validate the information.
35. Click  (Save) to save.



Infotype Edit Goto Extras View System Help

**Create Address**

Position  HR GENERALIST

Planning Status

Validity  to  [Change Information](#)

Address

Subtype

Address suppl.

House no/street  House number

Street

PCode/City  ☒

Country ☒

Region

Telephone no.

















Fax number


Distance in km.






36. As required, complete the following fields:


R=Required Entry O=Optional Entry C=Conditional Entry		
Field Name	R/O/C	Description
City	R	This identifies the position's city. <b>Example:</b> Olympia
Country	R	This identifies the position's country. <b>Example:</b> US USA


Infotype Edit Goto Extras View System Help


               

 **Create Address**



    

Position	RTR1	HR GENERALIST
Planning Status	Active	
Validity	01/01/2009	to 12/31/9999  Change Inform

Address	01 S 71000158 1
Subtype	Main address 

Address suppl.			
House no/street		House number	
Street			
PCode/City		OLYMPIA	
Country	US USA 		
Region			

Telephone no.	
Fax number	
Distance in km.	

37. Click  (Enter) to validate the information.
38. Click  (Save) to save.

Infotype Edit Goto View System Help

**Essential relationship Job Attributes**

Position: RTR1 HR GENERALIST

Planning Status: Active

Start date: 01/01/2009 to 12/31/9999 [Change Information](#)

Job Attributes 01 S 71000158 1

**RIF Attributes**

Competitive Area:

Competitive Level:

**Security**

Position Sensitivity:

Security Clearance:

**Duty Station**

Country/State:

County:

City:

Duty Station:

**Other Federal Position Attributes**

Position Occupied:

Financial Statements:

Functional Cls.:

Supervisory St.:

Bargaining Unit:





Pers. Office:

**Drug Screening**

☐ Drug Test Designated Position

39. As required, complete the following fields:

R=Required Entry O=Optional Entry C=Conditional Entry		
Field Name	R/O/C	Description
Security Clearance	O	This indicates the position requires a background check. <b>Example:</b> 1 (Background Check Required)

Country/State	R	<p>This identifies the position's State.</p> <p> This field is case sensitive and should be entered in capital letters. The only option is WA (Washington).</p> <p><b>Example:</b> WA</p>
County	R	<p>This identifies the position's county.</p> <p> Click the  (Matchcode) to open the selection list.</p> <p> If the employee transfers to another position, ensure the <i>Unemployment State</i> (0209) is updated.</p> <p><b>Example:</b> 34 (Thurston)</p>

Infotype Edit Goto View System Help

**Essential relationship Job Attributes**

Position  HR GENERALIST

Planning Status

Start date  to  [Change Information](#)

**Job Attributes** 01 S 71000158 1

**RIF Attributes**

Competitive Area

Competitive Level

**Security**

Position Sensitivity

Security Clearance

**Duty Station**

Country/State  Washington

County  Thurston County

City

Duty Station

**Other Federal Position Attributes**

Position Occupied



Financial Statements

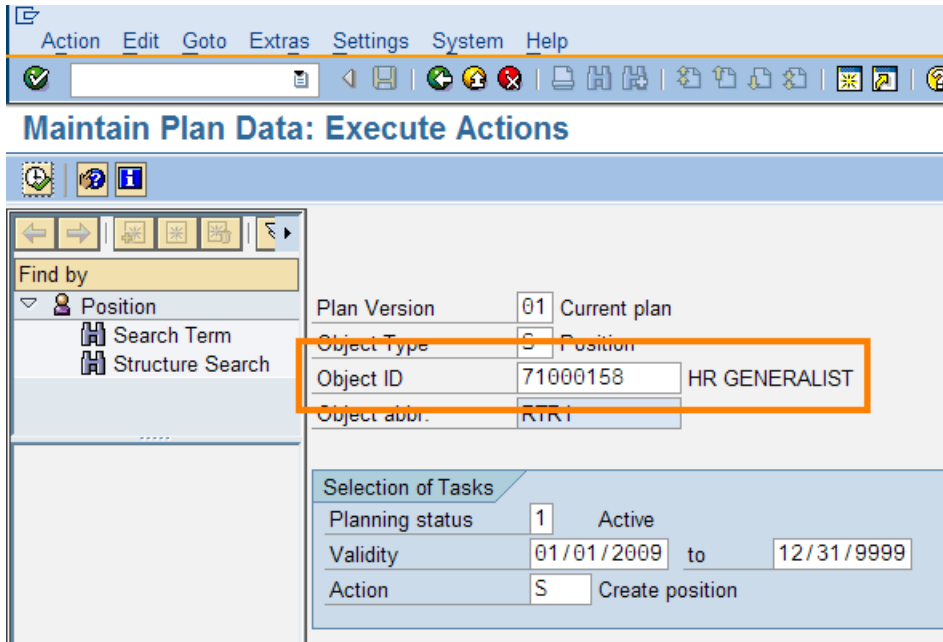
Functional Cls.

Supervisory St.

Bargaining Unit

Pers. Office

40. Click  (Enter) to validate the information.
41. Click  (Save) to save. You will be taken back to the Maintain Plan Data: Execute Actions screen.



**Maintain Plan Data: Execute Actions**

Find by

- Position
- Search Term
- Structure Search

Plan Version: 01 Current plan

Object Type: S Position

Object ID: 71000158 HR GENERALIST

Object abbr.: RTR

**Selection of Tasks**

Planning status: 1 Active

Validity: 01/01/2009 to 12/31/9999

Action: S Create position



The Position's Object ID number will be generated for the new Position. Be sure to record this for future reference.

42. You have completed this transaction.

Results
You have created new Position.
Comments
None.